



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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INFORMATION AND FILING INSTRUCTIONS Admission on Proof of Practice Elsewhere (SCR 40.05)

SCR 40.05, which you will find attached, sets forth limitations as to admission on proof of practice elsewhere that applicants should consider before filing an application. We recommend that you read those rules before proceeding.

Wisconsin applies reciprocity, which means that it will be necessary for you to satisfy, as to Wisconsin, any requirements for admission on proof of practice elsewhere that the jurisdiction in which you satisfy SCR 40.05(1)(b) sets for Wisconsin lawyers applying there; e.g., if the jurisdiction tests all applicants, or if it denies admission without examination to Wisconsin diploma privilege admittees, you are ineligible for admission unless you pass the Wisconsin Bar Examination.

[cf. III.(B) below]

I. HOW TO FILE

In order to apply you must file the following with the Board of Bar Examiners:

- (A) The application executed under oath and typewritten. (Form BE 001) (Retain a copy of the Applicant Questionnaire and Affidavit for your records.)
- (B) Two notarized original unaltered authorization and release forms (BE-002).
- (C) Data Sheet (BE-003).
- (D) Filing fees in the amount of \$800, must be remitted by a signed check made payable to the Board of Bar Examiners

(Note that the filing fee set by the Supreme Court of Wisconsin is \$850 and that the \$50 application packet fee already paid has been credited toward the \$850 total.)

Filing occurs on the date that the items listed above are received at the Board of Bar Examiners office during regular business hours (7:45 a.m. - 4:30 p.m., Monday-Friday, except holidays). This application is valid between September 1, 2005 and March 1, 2007. **Facsimile transmissions are not accepted.**

Photocopies and other reproductions of the application will not be accepted. The necessity for thorough and accurate treatment cannot be overemphasized. It is an affidavit, and the Board will treat omissions and misrepresentations under its character and fitness rule, SCR 40.06.

II. HOW TO EXPEDITE PROCESSING

The usual interval between filing the application and admission is six months. To avoid delays in processing, comply with the following instructions and recommendations:

- (A) Answer all portions of all questions, stating "not applicable" if appropriate.
- (B) Supply complete addresses, including zip codes, where requested.
- (C) Notify references and past employers that prompt responses to inquiries would be helpful.

- (D) Select as character references (Question 34) persons who have known you for no less than one year and who are familiar with your character and fitness. Although you may choose lawyer references who are employed by your firm, lawyers who have worked with you in the role of opposing counsel often supply more useful references.
- (E) It is the responsibility of the applicant to contact the Board regarding the status of your file. The Board will not contact you.

To expedite the processing of your application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Account for any gaps as instructed on the application itself.

III. TYPICAL PROCESSING PROCEDURE

The usual processing procedure is as follows:

- (A) The applicant files application materials with the Board. The Board staff reviews the application to determine where the applicant practiced for the five years immediately preceding the date on which the application was filed based on the facts supplied by the applicant. Within that five-year period the applicant must have been primarily engaged in the active practice of law for three years. For all jurisdictions used to satisfy the three-year requirement, the applicant must satisfy the requirements for admission as to those jurisdictions.
- (B) Once the Board staff establishes the jurisdiction(s) used to satisfy the three-year aspect of the requirement, a letter is sent to the applicant with specific directions concerning the submission of applicable motion rules from the jurisdiction(s) in which practice occurred. (We recommend that you wait until instructed to do this by the Board.)
- (C) The completed application is then reviewed by the Character and Fitness Investigator who will request additional information as necessary.
- (D) On completion of the character and fitness investigation, the Director will certify the applicant for admission, or the file will be referred to the Board for consideration at its next regular meeting.
- (E) The staff notifies the applicant in writing of any action taken.
- (F) Applicants receiving Board certification are sent swearing-in instructions.

NOTE: The name you provide in response to Question 1 on the Applicant Questionnaire and Affidavit you file with the Board is the name under which the Board will certify your admission to the Supreme Court of Wisconsin. If you change your name for any reason during the pendency of your application for admission to the Wisconsin bar, you must execute an amendment form BE-010, setting forth your former and present names, the reason for the change, the effective date of the change, and any relevant documents, such as a marriage license, etc.

IV. ADDITIONAL INFORMATION

All applicants are reminded of their continuing obligation to update pending applications. Applicants wishing to augment or alter entries to the application affidavit, including name changes, are advised to execute amendment form BE-010 provided. Changes of address and telephone number must be submitted in writing but need not be submitted on the amendment affidavit. **Facsimile transmission is not acceptable.**

The Board will communicate its actions in writing to you at the last address you provided the Board in writing. The authorization and release forms you submit to the Board may be used to confirm information contained in your application, and to obtain any supplemental information deemed necessary to complete the application process.

Your file is confidential (SCR 40.12). Therefore, the Board and its staff will discuss the contents of an application only with the applicant.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Providing of your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, so as to avoid errors of identity, which might introduce problems and delays into the certification and licensure process.

V. CHARACTER AND FITNESS SCREENING

The Board specifically directs applicants to review the attached SCR 40.06 and SCR 40.07.

Pursuant to SCR 22.29, the Board may refer questions of character and fitness to the Office of Lawyer Regulation for investigation. Additional fees may be assessed of the applicant by that agency.

VI. COPIES OF APPLICATIONS

A copy of your application and amendments is available upon receipt of a written request and payment of \$10 for a plain copy or \$12 for a certified copy.

Enclosures:

- SCR Chapter 40 and Board Rules
- Applicant Questionnaire and Affidavit (BB-001)
- Authorization and Release-Two (BE-002)
- Amendment to Application (BE-010)
- Medical Information Form (BE-004)
- Debts form (BE-005)
- Military Service form (BE-006)
- Traffic Violations (BB 007)
- Law Violations (BE 008)
- Change of Address Notification (BE 009)
- Application Acknowledgment Card